MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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Baltimore in the Spring: A Joint MARAC/OHMAR Meeting

Flower Mart in Mount Vernon Place, 1920s. Courtesy of the Archives of the Peabody Institute of The Johns Hopkins University

It's About Time: Archivists and Oral Historians

Baltimore. Home of John Waters, Frederick Douglass, Edgar Allan Poe, crabs, baseball, Canadian football, arabbers, rowhouses, the first monument to George Washington, and the Museum of Incandescent Lighting. And now, host to the joint meeting of MARAC and OHMAR (Oral History in the Mid-Atlantic Region). Starting Thursday, April 20, 1995, the Monumental City will extend its hospitality to attendees of **It's About Time: Archivists and Oral Historians**. This meeting is an exciting opportunity to explore issues of importance to both archivists and oral historians.

Laid out in 1729, Baltimore incorporated in 1797. A port city, Baltimore gained prominence as a major commercial center in the early nineteenth century through grain and tobacco export and by re-exporting Caribbean sugar and coffee. The construction of the B&O Railroad and an active coastal trade with the South fueled Baltimore's growth for most of the century.

By the late 1800s, heavy industry began to dominate the city's economy. Foundries, machine shops, and tinware, ironware and copperware manufacturers sprang up throughout the city. Baltimore remained strongly industrial until the 1960s and 70s. Currently, banking, finance, tourism and international trade contribute most significantly to Baltimore's economy. The city continues to invest in its future, as demonstrated most recently by the ground-breaking for the Columbus Center of Biotechnology.

Taking place in the historic Radisson Lord Baltimore Hotel, the conference is in walking distance of the Inner Harbor. Room rates are $84.00, single or double, and are available through Saturday night. The hotel will make kosher-for-Passover meals available. For those of you who were in Baltimore in 1987, there are more elevators at the Lord Baltimore than the Belvedere, and they **do** work! Detailed information about transportation from BWI, Baltimore's Pennsylvania Station, and directions for driving will be included in the preliminary program packet.

The meeting begins Thursday with four workshops. **Basic How-to for Oral History** and **Establishing an Archives** will be day-long. Two half-day workshops will focus on preservation of non-print media and the Internet.

Spencer R. Crew, Director of the Smithsonian Institution's National Museum of American History, Science, Technology and Culture will address the plenary session on Friday morning. His remarks will introduce themes to be explored throughout the conference sessions. Friday's luncheon program features a performance by the oral history theatrical project, *Annapolis I Remember*.

The Program Committee, co-chaired by Tom Hollowak and Cindy Swanson, has organized a variety of sessions including: documenting ethnic communities; conducting, preserving and using oral history interviews; user education; evaluating and using new technology; the World Wide Web; and disaster preparedness. Issues of continuing concern will also be addressed, including records management, using volunteers, and handling theft. Designed to benefit a range of professionals and amateurs, the oral history sessions will suggest interactions with and applications to other disciplines. Oral **History and Primary Sources in the Classroom, Oral History and Photographs,** and **Oral History and the Museum** will appeal to archivists, educators, museum professionals as well as oral historians.

The Local Arrangements Committee, co-chaired by Laurie Baty and Elaine Eff, will introduce Baltimore to attendees with a number of fun and interesting activities. The Bull and Oyster Roast, hosted by the Baltimore Museum of Industry, highlights the camaraderie and conviviality of an event Marylanders have been perfecting since colonial days.

For the adventurous, tours exploring Baltimore's colorful past and present are scheduled on Thursday and Saturday afternoons. Take the water taxi

Alley scene in [East] Baltimore, October 4, 1906. Peale Museum, Baltimore City Life Museums

to Fell's Point and explore one of Baltimore's oldest, yet still vibrant and diverse, neighborhoods. Or, examine the city's industrial heritage and more recent suburban growth through a guided tour on the light rail line. A walk through Mount Vernon Place, one of the finest urban spaces in America, showcases nineteenth century architecture. Other tours include the **People's Tour** of five Baltimore neighborhoods; lunch at Lexington market and a walk through the city's commercial corridor; Oriole Park at Camden yards; religious architecture; and Baltimore's urban renaissance.

There's plenty to do on your own. The program packet will include information on local repositories, museums and historical sites including the Peabody Library, the Maryland Historical Society, The Johns Hopkins University, Walters Art Gallery, Baltimore Museum of Art, Homewood House, Evergreen House, and the B&O Railroad Museum. Baltimore is also an easy drive from Washington, D.C. Civil War battlefields, and Amish country. Plan on coming early and staying late.

See you in Bawlmer, Hon!

Of Mailing Times and Deadlines

There has recently been a significant change in the way the *Mid-Atlantic Archivist will* be distributed. Beginning with the spring 1995 issue, each spring and fall issue will be sent to members via first class mail. The purpose of this change is to ensure that members receive information on MARAC meetings in plenty of time to plan their attendance, something which often did not happen when all issues were delivered fourth class. For now only the spring and fall issues are affected; the summer and winter issues will continue to go the regular fourth class route.

The editors want to encourage continued contributions to the newsletter. Our deadlines for the four year issues remain March 1, June 1, September 1, and December 1. We can accept material up to the 10th of each month but submissions received after the 10th will not make it to publication. We do appreciate the input we have received in the past and hope that it will continue in the future or even increase.

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State & Local News

MD

A History of Printing in Maryland

Selections from the Maryland Collection will be exhibited at McKeldin Library, University of Maryland at College Park, from January 16 - May 19, 1995. The exhibition showcases imprints dating from the early 18th century into the early 19th century. Highlights include: William Parks' *Compleat Collection of the Laws of Maryland* (Annapolis, 1727); Jonas Green's *Considerations on the Propriety of Imposing Taxes in the British Colonies...* (Annapolis, 1765); and William Goddard's printing of *Benjamin Banneker's Pennsylvania, Delaware, Maryland and Virginia Almanack...for 1792* (Baltimore, 1791). Also of special note will be the newly discovered imprint *Poor Robin's Almanack...for 1766* (Baltimore, 1765) by Nicolas Hasselbach, the first printer in Baltimore. The first book printed in Maryland concerning horses will also be on display: *The Citizen and Countryman's Experienced Farrier...* (Baltimore, 1797). The work was printed by Samuel Sower, a member of the famous Pennsylvania German Sower family of typographers, who gave Hasselbach his start as an apprentice before he came to Maryland. Contact Tim Pyatt, Curator, (301) 405-9212 for more information.

NJ

CAPES Coordinator Named

Ben Primer is pleased to announce that a committee consisting of Lois Densky-Wolfe, George Tselos, Karl Niederer, Dick Waldron and himself have selected Robert W. Stewart, Director of the Asbury Park Public Library, to be the next CAPES coordinator. The committee asked Bob to agree to fill the position for a term of two years, with the understanding that the term was renewable. As previous CAPES coordinator, Lois Densky-Wolfe provided high standards and excellent leadership since the beginning of this program.

See also article on New Jersey CAPES on Page 10.

NY

Albany County Clerk Offers Packet to Teachers

On Wednesday October 12 Albany County Clerk Thomas G. Clingan announced the publication of a teaching packet at a presentation at the Albany County Hall of Records, 250 South Pearl Street, Albany, New York. The packet, *Children of Industry, Parents of Hope: Immigrant Settlement in Albany, New York 1830-1920*, was created to encourage the use of primary sources by teachers in the classroom and focuses on Albany County's records dealing with immigration. It will be distributed free of charge to all elementary and secondary schools in the county. Funding for the publication came from a $11,492 grant from the Local Government Records Management Improvement Fund of the State Archives and Records Administration, NYS Education Department. One of the purposes of the grant program is to promote a broader use of historical records by the public. The Albany County Hall of Records administered the grant project and hired two area teachers to identify appropriate records and write the lesson plans.

The packet focuses on immigration during America's Industrial Age, the period marking the greatest influx of new arrivals from the greatest variety of foreign shores. The materials and lessons are best suited for eighth grade social studies/ language arts classes, eleventh grade United States' history and government courses, and may be expanded/developed for use in high school electives in the humanities, sociology, or urban growth and development. For more information call Mary Wallen at the Hall of Records, (518) 447-4500.

★

News From the State Archives and Records Administration

New Records Schedule Published. The *General Retention and Disposition Schedule for New York State Government Records* has been sent to the records management officers in all State executive branch agencies. The 148-page schedule, a product of comprehensive research by SARA staff, provides agencies with the legal authority to dispose of common types of administrative records after minimum retention periods have been met. Much time and attention was devoted to design and layout to ensure that the publication is a user-friendly tool. Two indexes - general and numerical - are included for easy reference.

Archives Week Awards Announced. In celebration of New York Archives Week (October 9-15), SARA announced its fifth annual Archives Week Award recipients: **Town of Amherst** - Excellence in Local Government Archival Program Development;

Adirondack Park Agency - Excellence in State Agency Archival Program Development; **Center for Puerto Rican Studies** - Program Excellence in an Historical Records Repository; **Todd Pfannestiel** (College of William and Mary) - Excellence in Research Using the Holding of the State Archives; **Susan Owens** - William Hoyt Archival Advocacy Award; **Justin Taylan** - Student Research Using Historical Records, Grades 9-12; and **Brooke Degener** - Student Research Using Historical Records, Grades 6-8.

New Publication for Local Government Historians. *Documenting the Community: Suggested Records-Related Activities for Local Government Historians* suggests ways local government historians may use their specialized knowledge and interests to encourage and support records management and archival programs adequate to the needs of local government. The activities range from working to ensure the adoption of a local law to establish a records management program to assisting in the identification and appraisal of archival records to visiting social studies classes to discuss community history. The 9-page booklet reminds local government historians that they can be powerful and articulate advocates for greater and broader use of archival records.

★

SARA Issues New Publication for Local Government Historians

New York's officially appointed local government historians play important roles in preserving and interpreting the history of their communities.

Documenting the Community: Suggested Records-Related Activities for Local Government Historians, No. 30 in the State Archives and Records Administration's (SARA) Local Government Records Technical Information Series, suggests ways local government historians may use their specialized knowledge and interests to encourage and support records management and archival programs appropriate to the needs of local governments.

Local government historians can be powerful and articulate advocates for greater and broader use of archival records for preserving community history, addressing community needs, and planning for the community's future. This publication recommends that historians

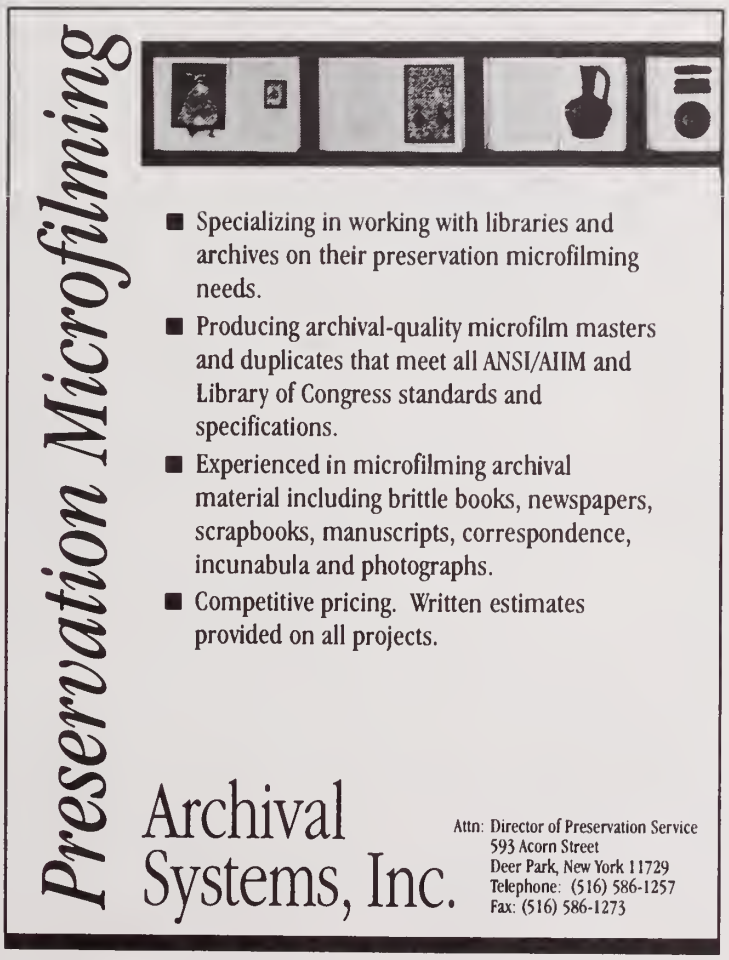
- promote programs for managing and preserving local government archival records;
- encourage the collecting and preserving of nongovernmental historical records by libraries, historical organizations and other records repositories; and
- encourage research in local government archival records.

Each recommendation is followed by a list of suggested records-related activities historians may want to pursue. For example, eight activities, including working to ensure adoption of a law or ordinance establishing a records management program and attending SARA local government records workshops, are suggested to promote the management and preservation of local government records.

Booklet #30 was written by Robert W. Arnold III, Chief of SARA's Local Government Services, with advice from SARA staff, State Museum personnel, a number of historians, and the Municipal and County Historian's associations.

Copies have been sent to all Municipal Historians and County Clerks in the State. To receive a copy of this publication, contact a SARA Regional Advisory Officer or Local Government Records Services, State Archives and Records Administration, State Education Department, 10A63 Cultural Education Center, Albany, NY 12230, (518) 474-6926.

Continued on P.6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State & Local News

Continued from P. 5

PA

History of Child Welfare on Display at City Hall as Part of Archives Week in Philadelphia

The City of Philadelphia's Departments of Records and Human Services, and Temple University Libraries' Urban Archives jointly sponsor the exhibition "For the Care of Children: Child Welfare in Philadelphia." The exhibition presents the history of child care services provided by the municipal government and partner private agencies from 1768 to the present using historical records at the Philadelphia City Archives, Temple University Libraries' Urban Archives, and private child welfare agencies.

This exhibition, part of Archives Week in Philadelphia - a city-wide celebration of the region's documentary heritage - opened on October 11, 1994. The exhibition remains on display for a year.

Featured speaker at the opening of the exhibit was Ann Rosewater, Deputy Assistant Secretary for the Administration of Children and Families, who discussed child welfare services in the United States.

The exhibition serves as a key opportunity for citizens to learn about the critical challenges facing the city's Department of Human Services and other private organizations who are dedicated to child welfare, and it will also provide the historical overview so their work can be viewed in its historical context.

Human Services Commissioner Joan Reeves said, "The exhibition shows how DHS and its predecessor agencies partnered with private organizations to jointly administer child welfare services. As the historical record indicates, many of the challenges facing society today have been issues faced by early social welfare advocates. The historical documents at the City Archives, the Urban Archives, and elsewhere provide a record of past efforts as a way to plan for future initiatives."

★

New Entry Level Course in Archival Administration

Millersville University of Millersville, PA will offer a new entry level course in Archival Administration Spring term, 1995 beginning January 25. The course is suitable for volunteer and new professional staff at local historical agencies and business employees responsible for their company's records.

The course consists of a comprehensive overview of today's archival environment, including training in oral history, copyright, alternative storage means, and other topics of concern to the modern archivists. The course in the catalog is listed under APHI 202, Historical Archives.

The instructor, Martin K. Gordon, holds degrees from the Universities of Notre Dame and Wisconsin and the George Washington University. He has over fifteen years of archival experience in large and small archival agencies. Mr. Gordon has worked in the University of Wisconsin archives, the Milwaukee Country Historical Society, the History and Museums of the United States Marine Corps and is currently the Historian-Archivist of Headquarters, United States Army Corps of Engineers.

For further information for both credit and non-credit enrollment, contact the Admissions Office at (717) 872-3011.

★

Pennsylvania Receives a Grant to Develop a Plan for Preservation

Items from local histories, public records, and state folklore to steel and coal archives, Pennsylvania German imprints and a printer's proof of the Declaration of Independence are among the special collections in our state that need to be preserved. A statewide preservation planning grant, "Preserving Pennsylvania's Past for the Future," will bring organizations together for this purpose.

The Pittsburgh Regional Library Center (PRCL) is pleased to announce, on behalf of the State Library of Pennsylvania, the award of this grant, which was made possible through funding from the National Endowment for the Humanities (NEH). The State Library and PRLC are providing significant additional support and administrative assistance.

The grant's purpose is threefold: to coordinate a statewide effort to preserve valuable collections in Pennsylvania, to provide direction to organizations, and to set priorities across the state for preservation activities.

"The cultural institutions of the Commonwealth of Pennsylvania hold collections of immense artistic, historical, research and utilitarian value, and considerable financial value as well," said Sally A. Buchanan, project director and associate professor, School of Library and Information Science at the University of Pittsburgh. "These materials reflect a wide variety of items from county and corporate records to local history and ethnic heritage.

"It is important that a coordinated effort be in place to preserve these collections in a way that makes them accessible in the present and available for the future," she continued.

A Preservation Advisory Committee will develop the preservation plan. This group includes representatives from Pennsylvania libraries, archives, records repositories, museums, historical societies, business foundations, and the Legislature.

The grant project, which is underway, will continue through March 1, 1996. It will culminate in a statewide preservation plan to assist all cultural institutions in Pennsylvania.

To help identify areas of need, Pennsylvania's cultural institutions will receive a preservation assessment survey, and regional forums for the public will be held in locations throughout the state. In addition, anyone with

input should call the Statewide Preservation Advisory Committee at (800) 242-3790.

★

State Archives Honors Pennsylvania's Governors

The Pennsylvania State Archives is celebrating the January 1995 gubernatorial inauguration with a display of original manuscripts autographed by the Commonwealth's governors, from William Penn to Tom Ridge. "Pennsylvania's Chief Executives and the Inauguration" will be exhibited in Memorial Hall of the State Museum in Harrisburg from January 17 to mid-February. The exhibit demonstrates the continuity of leadership over the centuries and includes a 1683 land survey signed by Pennsylvania's founder, William Penn; an item signed by his wife Hannah, technically Pennsylvania's only female governor, who managed the colony's affairs when Penn was debilitated by a stroke; a 1787 document signed by Benjamin Franklin; items signed by colonial and early nineteenth century governors such as Thomas Mifflin and William Johnston; an autographed copy of the 1963 inaugural address of William Scranton; and from more recent history, the 1993 letter to the General Assembly from Robert P. Casey who, prior to his transplant surgery, temporarily transferred executive authority to Lieutenant Governor Mark Singel. The display closes with a document signed by Pennsylvania's newest Governor, Tom Ridge.

Most of the documents on display are from the collections of the State Archives, located next door to the State Museum, open for research Tuesday through Saturday 9:00 a.m. to 4:00 p.m. (Saturday microfilm only). The State Museum is open Tuesday through Saturday, 9:00 a.m. to 5:00 p.m. and Sunday 12:00 noon to 5:00 p.m.

★

PHMC Names New Chief of the Division of Archives and Manuscripts

In July 1994, Harry F. Parker became Chief of the Division of Archives and Manuscripts. The primary function of the Division is to acquire, preserve and make available for research purposes the permanently valuable records of the Commonwealth with particular attention being given to the records of State government. Related activities include operation of the Search Room and twenty-one story Archives Tower, management and care of more than 40,000 cubic feet of records, reprographics services and administration of the Land Office of the Commonwealth of Pennsylvania.

Mr. Parker holds a Bachelor's Degree and a Master of Arts in History from Temple University in Philadelphia. He brings considerable experience to the job, having begun his tenure at the Commission as an associate archivist in the Manuscripts Section. Prior to assuming the Division Chief's responsibilities, he was the head of the State Government Records Services Section of the Division of Archival and Records Management Services. In addition to his work in the Bureau of Archives and History, he was the Chief of the Commission's Exhibition Management Division from 1986 to 1989.

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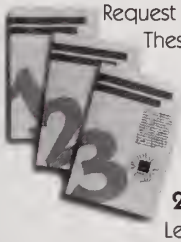

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MARAC NEWS

As of October 25, 1994 the totals of caucus memberships are as follows:

DE 26	NJ 112	VA 153
DC 258	NY 263	WV 12
MD 154	PA 238	

★

MARAC Scholarship

The Mid-Atlantic Regional Archives Conference (MARAC) recently instituted a scholarship program to provide two awards of $300.00 each to individuals to attend its meetings. Persons meeting the criteria outlined below are encouraged to apply.

The applicant must:

1. Be a dues paying member of MARAC and a member of a MARAC state caucus

2. Be a new member of MARAC with a membership of less than two years duration at the time of application, or

3. Be a new employee in an archival or archives related field, or a graduate student in history or a related field, library science, or a related archival program, having taken at least three credit hours in archival studies. Full and part time students will be sponsored

4. Have not received any MARAC scholarship previous to this application

5. Be from an institution (if employed) that is unable to provide conference expenses

Scholarship funds may be used for conference registration, workshops, conference meals, and travel expenses.

Applications should be received no later than six months prior to the conference. To apply, submit a letter outlining your compliance with the qualifications and including a statement (if employed) explaining your institution's inability to provide conference expenses. The letter should be sent to L. Eileen Parris, Chair MARAC Education Committee, Virginia Historical Society, P.O. Box 7311, Richmond, VA 23221-0311.

The Education Committee will review all applications to ensure that applicants meet the qualifications outlined above and will, in conjunction with the appropriate MARAC State Caucus representative, select two applicants to receive scholarship support. Those two individuals will receive written notification by February 15, 1995.

Questions concerning the scholarship program can be referred to the Chair of the Education Committee at the mailing address above or via e-mail at: eparris@leo.vsla.edu.

★

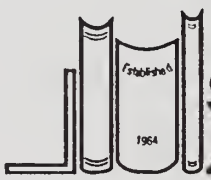
Wanted: Mentors & Mentees

The Membership Development Committee is soliciting for mentors to match up with the mentees on our waiting list. At this time we have two prospective mentees from New York City and two from the Washington, DC area. It is not a requirement that the mentors be in the same geographic vicinity with the mentees, but it may make it easier for the two parties to meet. If you are an experienced archival professional, please consider participating in this program to assist the junior membership to network, learn of training opportunities, and suggest career enhancing ideas.

Even with a shortage of mentors, we have a prospective mentor for the Philadelphia area on a waiting list. The Membership Development Committee encourages students interested in archival studies or junior archives staff members new to the profession to participate in this program.

If you have questions concerning this program, please contact Jennie Diaz Guilbaud electronically at:

jennie.guilbaud@arch2.nara.gov or by telephone at (301) 713-6677, ext. 271. Please fill out or copy and mail in application.



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Mid-Atlantic Regional Archives Conference
Mentoring Program Application

The MARAC Mentoring Program pairs experienced MARAC members with students and new members to assist the newer members in identifying interests, set career goals, and help in developing professional contacts. The mentors and mentees are encouraged to schedule initial meetings during the Spring or Fall Conferences, especially at the New Member Orientation Meeting.

Guidelines

- Contact can be initiated by either participant, but the onus is on the Mentee
- Mentor and Mentee should discuss and define what each expects from the program
- The Membership Development Committee encourages the Mentors and Mentees to meet during MARAC's semi-annual conference meetings
- Discuss strengths and interests of the Mentees
- Identify and suggest career enhancement opportunities
- Introduce the Mentee to other professional colleagues
- Keep the contact informal
- Participants must contact each other at least once

I am interested in becoming a: **MENTOR** ☐ **MENTEE** ☐

Name: _____

Institution: _____

Address: _____

_____

_____

Phone: _____ **Fax:** _____

E-Mail: _____

Archival Interests or Experiences:

☐ Accessioning	☐ Appraisal	☐ Records Management
☐ Manuscripts	☐ Automation	☐ Audiovisual Records
☐ Description	☐ Preservation	☐ Government Records
☐ Reference	☐ Microfilm	☐ Religious Collections
☐ Management	☐ Outreach	☐ University Collections
☐ Consulting	☐ Education	☐ Business Archives
☐ Other		

Send Applications and Comments to:

Jennie Diaz Guilbaud
Agency Services Division (NIA)
National Archives at College Park
86101 Adelphi Road
College Park, MD 20740-6001

Phone: (301) 713-6677, ext. 271
Fax: (301) 713-6850

New Jersey CAPES

The Caucus Archival Projects Evaluation Services (CAPES) was jointly established in December 1988 by the MARAC NJ Caucus and the New Jersey Historical Commission (NJHC), with funding provided by the Commission. CAPES provides professional archivists free to New Jersey repositories to evaluate and assess archival programs. CAPES experienced great success in the first five years of operation; 135 on-site archival technical assistance consultations were completed during this period by CAPES consultants.

Robert Morris, Karl Niederer, Richard Waldron, and Lois Densky-Wolff wrote the original program guidelines, which were revised in 1992. Lois Densky-Wolff, served as CAPES coordinator since the program's inception, and worked closely with former NJ State Representatives, Maxine Lurie and George Tselos, and current State Representative, Ben Primer. Lois stepped down as coordinator on December 31. Robert Stewart, Director of the Asbury Park Free Public Library, succeeded Lois on January 1, 1995.

Program improvements were implemented in 1989 by surveying CAPES consultants and recipients. An independent evaluation of CAPES was conducted by non-NJ Caucus archivists, David W. Carmicheal and Charlotte B. Brown, and Caucus representative, Robert C. Morris. The final report, "Caucus Archival Project Evaluation Service: Program Assessment Report," was issued in July 1992.

The success of the program would not have been possible without the outstanding service of and commitment by the CAPES consultants. These MARAC NJ Caucus members are instrumental in providing professional recommendations to improve archival practices in New Jersey repositories. Sixteen Caucus members currently serve as consultants: Mimi Bowling, John Celardo, George Cook, Beverly Robertson Dishon, Elsalyn Palmisano Drucker, Bette M. Epstein, Gregory Gill, Daniel P. Jones, Frederic Pachman, Karl Niederer ("the archivist of last resort"), Janet Riemer, Gary Saretzky, Robert Stewart, Susan Swartzburg, Carla Tobias, and Peter Wosh. The outgoing coordinator thanks and gratefully acknowledges the fine work performed by the consultants on behalf of CAPES recipients, the NJ Caucus, and the archival profession.

Funding by the NJ Historical Commission pays consultant honorariums and expenses. To date, the Commission has granted $35,499 to continue the program. The average cost per archival consultation is $263.96.

There has also been significant publicity about the CAPES program through publications and presentations.

CAPES is a good example of a cost-effective program conceived to fill the need in New Jersey to improve archival programs. The MARAC NJ Caucus and the NJHC joined as partners to provide funding and expertise to help New Jersey repositories who needed help most of all. CAPES has not necessarily solved all documentary problems encountered in the state but it is one solution which helps ensure the protection of our shared heritage.

Reference Shelf

New Expanded Edition of NEDCC's Manual on Collections Care and Preventive Preservation

The Northeast Document Conservation Center (NEDCC) announces the publication of the second edition of *Preservation of Library and Archival Materials: A Manual*. This updated and expanded version of the manual was funded in part by a grant from the Institute of Museum Services (IMS). The publication was edited by Sherelyn Ogden, NEDCC's Director of Book Conservation. Rapid technical changes and the evolving viewpoint of the preservation profession prompted NEDCC to update the manual and add important topics that were not included in the original publication.

New Leaflets include "Importance of Collections Policies," "Light Protection for Library and Archival Materials," "Storage Solutions for Oversize Paper Artifacts," and "The Implications of Digital Imaging for Preservation." The manual is approximately 250 pages in length and consists of a series of 46 technical leaflets, 11 of which are new. Every leaflet from the first edition has been reviewed and updated as required to reflect new information and changing opinions. The emphasis is on collections care and prevention of deterioration of whole collections. Topics covered include planning and prioritizing, the environment, emergency management, storage and handling, reformatting, and conservation procedures. Professional illustrations make the "how-to" leaflet easy to understand and use.

The purpose of the manual is to provide the basic, practical information needed to enable non-conservator staff of libraries and archives to plan and implement sound collections care programs. It is intended for those who must make decisions that affect preservation of collections, or who want to upgrade standards of care in order to better preserve materials.

The Northeast Document Conservation Center is a nonprofit regional conservation center specializing in the conservation of paper-based materials including books, documents, photographs, architectural drawings, maps, posters, wallpaper, and works of art on paper. It performs paper conservation, book binding, preservation microfilming, and duplication

of photographic negatives. Its purpose is to provide the highest quality conservation services and to serve as a source of consultation and training for institutions that hold paper-based collections.

To obtain a copy of the new edition of *Preservation of Library and Archival Materials: A Manual*, send a check made out to NEDCC for $40.00 to the Northeast Document conservation Center, 100 Brickstone Square, Andover, MA 01810. The cost includes $5.00 for shipping and handling within the continental U.S. All checks must be in U.S. dollars. For information about shipping costs to other locations call NEDCC. For questions regarding the manual contact Sherelyn Ogden at NEDCC at (508) 470-1010.

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Starting an Archives

Starting an Archives is designed for institutional administrators, archivists, and records managers thinking about beginning a historical records program in their organization. The book covers the decision making process which should precede the establishment of an archival program, outlines the first steps necessary in beginning an archival program, and introduces the basic archival functions to readers. These functions include: archival administration, collection development, appraisal, records management, arrangement, description, reference, outreach, and preservation and facilities planning. The book provides a theoretical rationale for the establishment of an archival program and discusses the managerial, financial, and administrative implications involved in beginning an archives. At the same time, however, it approaches the subject of starting an archives in a practical manner. There are clear descriptions of archival activities, samples of the important archival policy documents and forms, and a current bibliography which points to additional texts for further reference. Information on archival organizations is also included to help beginning archives locate and join local and national professional archival networks. ISBN 0-8108-2864-2 $25.00.

Elizabeth Yakel is a doctoral student in Information and Library Studies at the University of Michigan. She has worked as a professional archivist and consultant for over ten years, on such projects as the Vatican Archives Project and the Religious Archives Technical Assistance Project, where she provided consultation services, taught archival workshops, and provided referral services for archivists in small religious and non-profit organizations.

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Maria Pacini. *Philadelphia: A Guide to Art-related Archival Materials*. Washington, D.C., Archives of American Art, 1994.

This guide includes information from two microfilming projects conducted by the Archives of American Art. The first one took place in the mid 1950's and the second in the mid 1980's. The guide is divided in two sections: 1) institutional holdings and 2) gift and loan materials available through the Archives of American Art. An index is also available for entries for specific individuals, institutions and topics. If there is more than one entry per page, the number of citations is given in parenthesis behind the page number. Collection entries give the name of the artist or creator of the papers, life dates, profession, and location as well as information on collection size, dates, types of materials, topics and names of individuals included in the collection. While primarily the result of two microfilming projects, this is largely a guide to microfilm holdings though gifts of papers in hard copy are also included. Microfilm roll numbers are given as appropriate and various formats including audiocassette and transcript are noted as well. There are several full and half page reproductions of photographs in the section of gift and loan materials. The guide notes that actively used collections are microfilmed and the film is deposited in various Archives of American Art centers. Films of collections which are not restricted can be borrowed through regular inter-library loan procedures, 8 rolls at a time for 1 month. Loan requests should be sent to the Detroit office at 5200 Woodward Ave., Detroit, MI 48202. Researchers are also advised to consult the Archives of American Art database, the card catalog of the manuscript collections, and its supplement, the card catalog of oral history collections at the Archives of American Art.

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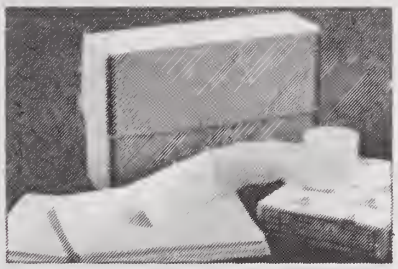

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News Notes

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held June 5-16, 1995, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to $1,200 of the total tuition, travel and housing expense at the Institute (Tuition is $475). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and must actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate (original and two photocopies) to Carol A. Rudisell, Reference Department, University of Delaware Library, Newark, DE 19717-5267, by April 1, 1995.

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The National Center for History in the Schools released proposed national standards for teaching United States history in its guidebook "National Standards for United States History: Exploring the American Experience." The guidebook, developed over two and a half years at the Center at the University of California at Los Angeles, was the result of a lengthy collaboration effort that included school teachers, parents, historians, and 35 national education and professional organizations, including the American Historical Association. The guidebook is part of Congress's plan to create a set of voluntary goals for the nation's schools. It was made possible by grants from the National Endowment for the Humanities and the U.S. Department of Education. A similar volume on world history will be published shortly.

The guidebook is available from the National Center for History in the Schools, University of California, Los Angeles, 10880 Wilshire Blvd., Ste 761, Los Angeles, CA 90024-4108.

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Archives Open Moody Church Files to the Public

The files of Moody Church of Chicago, one the United States' major independent Protestant churches, have been opened to researchers, announced Robert Shuster, director of the Archives of the Billy Graham Center at Wheaton College.

"The Moody records are a treasure house for anyone studying modern American religious history," Shuster said. "Not only do they tell in depth the story of the worship and spiritual life of a large and significant congregation over many decades, they also contain correspondence, reports, photos, and other records about American home and foreign missions, the development of Sunday schools, and documents by or about people like R. A. Torrey Sr., A. C. Dixon, James Gray, Paul Rader, William Bell Riley, Gypsy Smith, Charles Blanchard and V. Raymond Edman, W. Cameron Townsend, and other leaders of American Fundamentalism and Evangelicalism."

A large part of the collection consists of the correspondence of H. A. Ironside, sometimes called the "Bishop of Fundamentalism." His letters, written to literally hundreds of different correspondents all over the United States, as well as to missionaries overseas, deal with many of the theological and social issues of the 1940s. Ironside served as pastor of the church from 1930 to 1948. The collection also contains materials by and about significant Christian leaders, such as Billy Sunday, P. W. Philpott, Paul Rader, Alan Redpath, William Bell Riley, George Sweeting, A. C. Dixon, W. Cameron Townsend, R. A. Torrey, Jack Wyrtzen, Gypsy Smith, George Beverly Shea, Charles Blanchard, Torrey Johnson, and many others.

The records were given to the Archives by Moody Church in 1986. They have now been processed by the Archives staff and, as of December 1, are officially open to the public. The collection includes sixty-five boxes of files, as well as hundreds of photographs and glass slides. The earliest documents date from 1872, just a few years after the church's founding in 1864 , and the most recent ones are from the 1980s, although most of the material in the collection is from a period roughly 1915-1950.

The church started as an informal Sunday School organized by Dwight L. Moody in the late 1850s. He and others incorporated it as a church in 1864. The building on Illinois Street did not survive the great fire of 1871, but the church continued to thrive in a variety of homes until settling in 1925 into its present structure at the corner of LaSalle and North Avenues. Many prominent Christian leaders spoke from its pulpit, and the congregation ran Gospel missions and soup kitchens, in addition to a variety of outreach programs that it developed for social and ethnic groups in the city.

People desiring more information about the collection should contact the Archives at:

(708) 752-5910 or through e-mail at bgcarc@david.wheaton.edu.

The Archives of the Billy Graham Center collects material on nondenominational North American Protestant efforts to spread the Christian Gospel. Its hundreds of collections include the records of mission agencies, evangelistic organizations, and service associations; the private papers of individual Christian workers; oral history interviews; and the files of conferences and congresses. Anyone can use the processed collections.

The Billy Graham Center is on the campus of Wheaton College in Wheaton, Illinois.

★

African-American Business History Sources Project

The Historical Collections Department of Baker Library, and the African-American Student Union of the Harvard Business School have undertaken a survey of archival and manuscript sources on African-Americans in business in the United States. The survey will identify family papers, organizational records, and business archives which document African-American commercial and management activities. We would appreciate knowing about collections in your own or other repositories to supplement our mail, visit, and phone survey efforts.

Please contact survey archivists Beth Sandager at:

e-mail sandager@husc.harvard.edu; and Philip Alexander at (617) 253-4045, e-mail palex@mit.edu; or project director Florence Lathrop, Baker Library, Harvard Business School, Boston, MA 02163, phone (617) 495-6360, e-mail flathrop@hbs.harvard.edu.

National & Regional Associations

The New England Museum Association and Old Sturbridge Village Museum Archives Institute to be held April 21-22, 1995

The eighth Annual New England Museum Association and Old Sturbridge Village Museum Archives Institute will be held at Old Sturbridge Village, Sturbridge, Massachusetts, on April 21-22 and will include both introductory and special topic programs. The introductory program is designed for the beginning archivist who works in a museum or historical society and will offer a variety of comprehensive and in-depth sessions focused on basic archival theories and practices. This year's curriculum includes such topics as reference and access, audio-visual collections, electronic records, automation, and photographs. Participants may choose to attend either of two sessions being offered concurrently, Arrangement & Description or Records Management & Appraisal.

Instead of the introductory program, participants may select the special topic program. This session provides the experienced archivist with the opportunity to keep abreast of current archival issues and theories. The 1995 special topic will focus on security for museum archives.

Participants in either program qualify for 1.2 C.E.U. credits. We look forward to meeting you at the Institute. For information, contact Theresa Rini Percy, Associate Director of Research, Library, and Collections, Research Library, Old Sturbridge Village, One Old Sturbridge Village Road, Sturbridge, MA 01566. (508) 347-3362, ext. 203. TDD/TTY: (508) 5383. Fax: (508) 347-5375.

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MAC Minority Scholarship Announced

The Midwest Archives Conference is soliciting applications for its Scholarship for Minority Students in Archival Administration. This scholarship is designed to provide financial assistance to minority students pursuing graduate education in archival administration and to encourage greater ethnic diversification of both MAC membership and the archival profession as a whole.

Applicants must be students of African, Asian, Hispanic, Native American, or Pacific Islander descent and enrolled in a graduate, multi-course program in archival administration listed in the *SAA Directory of Archival Education*, or accepted into one of these programs for the next academic year. The applicant must have a grade point average of 3.09 or higher (on a 4.0 scale) in their most recent academic program.

Applications are due April 1, 1995 and can be obtained from Eric Pumroy, Head, Special Collections and Archives, IUPUI University Libraries, 755 W. Michigan St., Indianapolis, IN 46202, (317) 274-0464.

UPCOMING MARAC MEETINGS

Spring Meeting 1995
Baltimore, Maryland
April 22-23, 1995

Fall Meeting 1995
Wilmington, Delaware
November 6th - 9th

Spring Meeting 1996
College Park, Maryland
May 2nd - 4th (tentative date)

Fall Meeting 1996
Wilmington, Delaware
November 6th - 9th

Spring Meeting 1997
Charlottesville, Virginia
No dates set

Fall Meeting 1997
Wilmington, Delaware
November 5th - 8th

Spring Meeting 1998
State College, Pennsylvania
No dates set

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/ Affirmative Action regulations.

Archival Director

Salisbury State University

Full-Time, entry level Archival Director. Director of Research Center for Delmarva History and Culture at Salisbury State University.

Requirements: Supervise daily operation of Center; Administer/process historical and folklore manuscripts and records; oversee finances; supervise employees and volunteers, offer patron research support; write grants, present public programs.

Qualifications: MLS and/or MA in history (American or Chesapeake) required, PhD preferred; archival/manuscript and MARC-AMC experiences essential. Good oral, written and interpersonal skills. Training/teaching experience in local history, folklore, museology, oral history, or archaeology a plus.

Salary: Commensurate with education and experience.

Appointment July 1995 or earlier. Applications will be reviewed beginning January 15, 1995 and until the position is filled. Send letter of application, resume, transcripts (undergraduate and graduate), names/ addresses of three references, to Dean Ronald Dotterer, Fulton School of Liberal Arts, Salisbury State University, Salisbury, MD 21801

Salisbury State University is an Affirmative Action, Equal Opportunity employer. Qualified women, minorities, and disabled encouraged to apply.

University Records Manager

University of Pennsylvania

University Archives and Records Center

Duties: Responsible for managing all aspects of the University Records Center, including active, inactive, medical, and electronic records. Hire, train, and supervise Records Center staff. Develop the University-wide records management program. Introduce senior University administrators to the program and educate them as to its application in their respective responsibility centers. Provide guidance for office managers in establishing procedures for proper maintenance of active and inactive records. Demonstrate continuing leadership in winning full records management participation on the part of all University offices. Promote the Records Center throughout the University City community. Report to the Assistant Director, University Archives and Records Center.

Qualifications: B.A./B.S. degree, with advanced degree or CRM required. Five to seven years professional experience with supervisory responsibilities in a records center or records management program. Successful experience in marketing, customer relations, and development. Promotion ability. Experience with personal computers in client/server environment; with computerized database applications; and with automated billing systems. Strong oral and written communication skills.

Salary Hiring Range: $35,000-$43,700

The search shall remain open until a suitable pool of applicants exists.

Please direct all inquiries to: Office of Human Resources/Employment, Room 233 Blockley Hall, 418 Guardian Drive, Philadelphia, PA 19104-602, or call (215) 898-7285.

The University of Pennsylvania is an equal opportunity employer.

Archives Assistant
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Saint Raphael Healthcare System is a leading provider in New England and includes a 500-bed community teaching hospital founded in 1907. We have an outstanding opportunity for someone to assist our archivist 19-20 hours per week with some flexibility and the possibility for more hours in the future.

Responsibilities include providing administrative support, assisting the archivist in maintaining the SRHS community's archives and manuscripts collection, collecting and processing additional material, and assisting in creating exhibits. Ability to work independently with little supervision; possess preservation skills; and ability to lift, shelve and retrieve boxes are required.

Qualifications include a bachelor's degree (history preferred) with some library and instructional technology courses. Candidates in a current MLS program who have archival or records management experience are preferred. Proficiency with OCLC, US MARC-AMC is required, as well as knowledge of Internet and WordPerfect. Some database would be helpful.

Saint Raphael's offers tuition reimbursement, competitive salary , exceptional benefits and a smoke-free workplace. For consideration, please submit your resume to:

Diane Grigaitis, Senior Recruiter, Hospital of Saint Raphael, 1450 Chapel Street New Haven, CT 06511. No phone calls, please.

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ARCHIVIST

Founded in 1837, Cheyney University, the oldest historically Black educational institution in the country, is located 20 miles southwest of Philadelphia and is one of the 14 universities within the Pennsylvania State System of Higher Education. Cheyney invites applications for the position of Archivist.

Duties: Develop archival and records management policies and procedures to establish an Archives; appraise, collect, preserve, organize, and describe official records and continuing value and arrange for the transfer of these records to the Archives; maintain effective finding aids such as checklists, guides, and indexes as well as other records necessary for the operation of the Archives; engage in outreach to encourage the use of the collection to students, scholars and other constituencies by participating in reference services, giving lectures and presentations, and mounting exhibits.

Qualifications: Graduate degree, preferably in history, and/or M.L.S. from A.L.A. accredited library school with formal archival training at graduate level; thorough knowledge of archival theory and practice, and records management skills; broad knowledge of preservation based on work experience, equivalent coursework or related training; familiarity with automated library systems; ability to work independently and experience with donor relations, fund raising, and grant writing.

Salary: Commensurate with education and experience. This is a one year grant funded appointment. Applicants must submit a letter of interest, resume, transcripts and the names and addresses of three professional references to: Vice President for Academic Affairs, Archivist, Cheyney University, Cheyney, PA 19319. Review of applications will begin on January 9, and continue until filled.

Cheyney University is an AA/EEO employer.

People

Harry Whipkey Retires. After 20 years service to the Pennsylvania Historical and Museum Commission (PHMC) as State Archivist and Director of the Bureau of Archives and History, Harry Whipkey retired from State government on October 28, 1994. Harry joined the Archives staff of the Bureau of Archives and History in August of 1968 giving him a total of 27 years with the agency. He was appointed Chief of the Division of Archives and Manuscripts in 1972 and Director of the Bureau of Archives and History in 1975.

During his tenure as Bureau Director, Harry was responsible for managing the Pennsylvania State Archives, the State Records and Micrographic Centers, the Public History program, the Commission's ambitious Publications program, and services relating to the retention and disposition of public records created by state and local government agencies. Prior to joining the Commission, he taught history at Ohio University, West Liberty State University, and the College of Emporia. Harry received a B.A. in History from Juniata College and a Masters in History from Ohio University. He was active in numerous professional organizations such as the Pennsylvania Historical Association, the National Microfilm Association, and the National Association of Government Archives and Records Administrators which he served in several capacities including that of president. He compiled, edited and authored several Commission publications including the 1976 *Guide to the Manuscript Groups in the Pennsylvania State Archives*.

Though the 70s and 80s are often thought of as periods of government downsizing and scarce resources, the last twenty years have been a period of growth for the Bureau. Under Harry Whipkey's capable leadership, significant strides were made in upgrading the Commission's Public History, Publications, and Archives and Records Management programs. Highlights include: the founding of the Black History Advisory Committee in 1976 and the initiation of an annual Black History Conference; establishment of a Scholars-in-Residence program; increased support of historical conferences and seminars; expansion, in quality and quantity, of the Historical Markers programs; automation of the finding aids to the holdings of the State Archives; the upgrade in security for valuable collections; the establishment of an effective program of archival support and technical assistance for Pennsylvania's 5,685 local governments featuring such initiatives as the Security Microfilm Storage program and the annual Archives and Record Seminars co-sponsored by the Department of Community Affairs; the administration of the entire Executive Branch Records Management program, which involves the operation of the State Records Center and the Micrographics Center, a unit that offers 24-hour a day computer output microfilm and source document filming services to state agencies; and responsibility for drafting directives controlling the creation, use, maintenance and disposition of all records under the Governor's jurisdiction. Finally, the Publications program of the PHMC has been greatly expanded under Mr. Whipkey's leadership and is now responsible for issuing an increasing number of titles on a variety of subjects including history, archaeology, historic sites, archives, ethnic studies, and much more. The Publications program maintains a backlist of 125 important titles, and issues a yearly catalog featuring PHMC publications. During Mr. Whipkey's tenure *Pennsylvania Heritage* has evolved from a modest house organ to a heavily illustrated award-winning magazine, bringing the Commonwealth's rich history to a wide audience.

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Hank Griffith, formerly of the National Building Museum, has joined the staff of the Library of the Howard County Historical Society as Archivist.

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Phyllis Knill was recently hired as the Howard County Historical Society's Museum Director. Ms. Knill's last position was at the Historical Society of Frederick County.

New Members

Margaret Anderson
Chesapeake & Ohio Historical Society

Sr. Mary L. Bloomingdale
Marymount University

Anthony Capitos
American Institute of Physics

Beth Collier
St. Mary's County Records Center & Archives

Cassandra Costley
Selective Service System

Frederick Cramer
No Affiliation

Philip Eckman
Virginia Canals and Navigations Society

Ernest J. Emrich
Library of Congress

Brian D. Fors
U.S. Naval Academy

James Gehrlich
Cornell Medical Center

Charles Greifenstein
No Affiliation

Anne Halpern
National Gallery of Art

Ruth Harris
Virginia Canals and Navigations Society

Sandra K. Johnson
University of Maryland

Ida Jones
Mt. Zion United Methodist Church Heritage Center

Joseph V. Kocsis
WNY Railway Historical Society

Allan Kovan
Washington National Records Center

Alexander Magoun
Holy Family College

Al Minnick
National Archives

Katie Moore
National Gallery of Art

Paul Perkus
City University of New York

Wes Pippenger
Arlington Historical Society

Kathleen Robinson
Smithsonian Institution

Thomas J. Rosko
Princeton University/ACLU

Lee Sayrs
George Meany Memorial Archives

Martin Schipper
University Publications of America

Paul Silbermann
National Air & Space Museum

R. Patricia Smith
Grey Nuns of the Sacred Heart

Rita Swirsky
Jewish Historical Society of Greater Trenton

Debra Tadevich
Continental Insurance

Stephen A. Towl
New Castle Historical Society Museum

Allyson Williams
Lynchburg College of Virginia

CALENDAR

SAA

Washington, D.C.

August 25 - September 3, 1995

San Diego

September 1-8, 1996

For more information, contact: Meeting Planner, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140

Meetings of Interest

March 14, 1995

National Archives and Records Administration (NARA) Tenth Annual Preservation Conference, "Moving Archives," Archives II Auditorium College Park, Maryland. Paper records (bound and loose), photographic film (rolls and sheets), maps and engineering drawings, and magnetic tape require special packaging and handling. Preregistration required: $50. Contact: Conference Coordinator, Preservation Policy and Services Division (NNP), National Archives at College Park, College Park, Maryland 20740-6001, (301) 713-6705, fax (301) 713-6653.

The Richmond Conference

This paper was presented by Brent Tarter, the Editor of the ***Dictionary of Virginia Biography***, at the Waverly K. Winfree Memorial Lecture in Richmond, October 28, 1994

What, if Anything is an Archivist in Virginia?

My title is an adaptation of my all-time favorite scholarly paper title, Stephen Jay Gould's "What, if Anything, is a Zebra?" I have been wanting to steal that title for a long time and adapt it to some purpose of my own, but not until now have I had an occasion to do so. As a student of Virginia history for almost twenty-five years, I have used libraries and manuscripts and archives, and I have used librarians and curators of manuscripts and archivists, but in many instances the same person has performed in more than one of those roles, so when I was asked to speak about archivists in Virginia, the first question that occurred to me was a simple one, but one having many complicated corollaries: Who, precisely, have the archivists been; and what, exactly, is an archivist; and how, for purposes of classification, does an archivist differ from a curator of manuscripts; and how does either resemble a librarian or differ, if at all, from any of a number of different kinds of scholars? It is a good set of questions, and Stephen Jay Gould's "What, if Anything, is a Zebra?" immediately came to mind.

"What, if Anything, is a Zebra?" is a meditation upon evolution. You see, not only do we have to wonder whether a zebra is a striped horse, or a horse an unstriped zebra; or whether a zebra is a white animal with black stripes, or a black animal with white stripes; but some students of the evolution of the genus *Equus* have suggested that the term zebra may itself be meaningless. There are, in fact, three species of zebra in Africa, and one other species of striped *Equus* went extinct as recently as the early years of this century. All three zebra species look alike, and all three act alike, and all three fill roughly the same ecological niches within their respective ranges, and to the lions that feed upon them they probably even taste alike, but one of the three species evolved along a separate evolutionary path from that taken by the other two and is more closely related to the common horse than it is to the other two species of zebra, even though it bears a very strong superficial resemblance to them because it is also striped. What, then, if anything, is a zebra?

And what, if anything, is an archivist? Some archivists and some curators of manuscripts and some librarians look rather a lot alike to most researchers, and they fill similar niches in research institutions, and they serve up the materials of Virginia history upon request, and for all I know, they may even taste alike, but the professions of archivist and curator of manuscripts and librarian have evolved in different ways. However much they may resemble one another in some respects, they are not always interchangeable like the parts of one of Eli Whitney's machines.

I propose here to contemplate archivists in Virginia and curators of manuscripts in Virginia together, like the two closely related species of zebra, because they are much more like each other than they are different from each other. They probably also share a close but complicated professional lineage. It is commonly believed that archivists are descended from historians—or branched off from historians—chiefly because it was the American Historical Association that almost one hundred years ago established the first United States commission on archives and later assembled the first United States conference of archivists and still later assisted at the birth of the Society of American Archivists. That was back in the days when most historians defined history as past politics and naturally were much concerned about the preservation and availability of government documents which contained a large and essential portion of their primary source data.

I have stretched this evolutionary biology metaphor about as far as it will go, but one more tug: It is less well understood, I think, whether curators of manuscripts, i.e., the keepers of non-archival unpublished materials, in turn branched off from archivists or from historians, descended from or branched off from librarians, or arose by spontaneous mutations from the nineteenth century antiquarians, genealogists, and collectors whose fossil remains—or at least whose preserved footsteps—can still be detected in the substrata of historical and genealogical societies. I rather think that this is to a large extent the case in Virginia, inasmuch as institutions such as the Virginia Historical Society were the first to accumulate manuscript records of interest and value and of use, initially, to genealogists, family historians, local historians, and glorifiers of imagined golden ages. By whatever names the keepers of those documents were initially called—librarians, curators, secretaries, pack-rats—they performed the essential functions of collecting, arranging, describing, and making available unpublished historic records. Following the examples set by the Virginia Historical Society and its many counterparts elsewhere, university libraries and other research institutions have become major repositories of manuscript documents, and the keepers thereof are the curators of manuscripts. It may simply be that, like the several species of zebra, archivists, curators of manuscripts, librarians, and historians each came separately into being out of a shared general interest in history and books and that they consequently resemble one another more than they resemble other folks.

The Library of Virginia, which most of you have known better by its previous name, which was the Virginia State

Library and archives, but which the older—that is to say, the maturer—members of the audience will also recall was for many years just the Virginia State Library, and which was known during the early years of the nineteenth century simply as the Public Library, that the State Library, as I shall refer to it for convenience's sake, that the State Library was the first in Virginia, so far as I can tell, to apply the term archivist to one of its staff. The first person in Virginia to receive an official designation as an archivist appears to have been Hamilton J. Eckenrode, then a newly minted Ph.D. in history from the Johns Hopkins University, who was the first permanent head of the State Library's Department of Archives and History, which was established in 1905 to oversee the arrangement, classification, description, and publication of historic manuscripts in the library, a project that had begun several years earlier and was at first carried on by a clerk and then by an assistant librarian.

Several of the first proper state archives were founded during that same first decade of this century, and most of the first archivists were historians by inclination or by academic preparation. It was during that decade that Waldo G. Leland, at the first national conference of archivists, issued the call that a respectable academic curriculum for the professional training of archivists be devised—a call since repeated loudly at least once a decade and usually with proposals for action that were roundly applauded but seldom fully implemented. "We must disabuse ourselves of the idea that anyone can be an archivist," Leland told the assembled archivists and historians. "The time was when anyone who liked books and was unfit for anything else could be a librarian, but that time has long since past." The implication of those consecutive sentences is that at that time, anyone who liked history and was unfit for anything else could look for a job as an archivist.

Be that as it may—or as it may not be—archivists and curators of manuscripts in Virginia appear to have arisen as a distinctive population, even if not quite as a separate species, out of students of the past. My own personal observations and very unscientific questionings indicate that most archivists and curators have been recruited into the profession as a direct consequence of an interest in history, even today. That is certainly the case with the most erudite and versatile and distinguished of Virginia archivists, at least in my opinion, Lester J. Cappon. Lester Cappon took his Ph.D. in American history at Harvard University, then joined the department of history at the University of Virginia, where he soon also became the curator of the manuscripts in the library and the archivist in charge of arranging and preserving the university's own institutional records. He played a pivotal role in formulating the plans by which the historical records surveys were conducted in Virginia during the 1930s, and he was a founding member of, longtime secretary of, and in 1957 president of the Society of American Archivists. He was present at the creation of Philip Hamer's *Guide to Archives and Manuscripts in the United States, and* he was present at the creation of the *National Union Catalog of Manuscripts*. When the National Historical Publications Commission became the National Historical Publications and Records Commission, he was present at that re-creation. He was also a bibliographer, publishing numerous path-breaking bibliographies of both printed and of archival and manuscript sources; he was an historian, publishing and teaching on wide-ranging topics in American history, and in 1949 president of the Southern Historical Association; he was a documentary editor, publishing the widely praised two-volume edition of the Adams-Jefferson letters in 1959, and in 1979 serving as president of another scholarly organization he helped to found, the Association for Documenting Editing; and he was also for many years a professor of history at the College of William and Mary, the director of the Institute of Early American History, and twice editor of the *William and Mary Quarterly*; and after retiring from all those distinguished responsibilities, he joined the Newberry Library in Chicago and began another career as editor of *The Atlas of Early American History*. In short, Lester Cappon was a scholar of the first caliber, and archivist was one of the titles he wore long and proudly. Indeed, his last extended publication was a thoughtful and critical essay on archival theory and education printed in *The American Archivist* four months after he died.

If there is a kind of unified field theory—to shift from an evolutionary biology metaphor to a theoretical physics metaphor—to unite archivists and curators and scholars in Virginia, it is to be found in the person and career of Lester Cappon. In his presidential address to the Society of American Archivists in October 1957, he reminded his fellow archivists and friends as forcefully as he could that "the archivist is not a mere caretaker of the paper residue of the past but a person with scholarly proclivities and, at best, a scholar himself. And his field of scholarship, however narrowly or broadly defined, is history." And by then, history was becoming very broadly defined, indeed.

The profession of archivist had also become very broadly defined and had expanded so far and so fast as to take in whole new fields of work and to require whole new sets of definitions. Businesses and institutions of all descriptions recognized the need to develop archival and records management programs for which academic training in history was often less relevant than graduate work or long and successful professional job experience in medicine, banking, the sciences, finance, or law. Scientific and technical aspects of conservation became specialized fields unto themselves, though intimately linked with archival work. So, too, with records management, which early on became a distinct branch of the profession. Lester Cappon once referred to the records

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The Richmond Conference

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manager as "the creature of superabundance," and he pointed out in 1951 how fast the profession was expanding and changing, noting that a recent large and influential book-sized manual on records management still contained only a one-line entry in the index under the heading Archives: the entry read, "(see Storage)."

Now, I did not come here exclusively to praise Lester Cappon, although I am very glad to have had the opportunity to do that. Lester Cappon was I think, the first Virginian, and one of only a very small number of Virginians so far, to be recognized for the excellence and influence of their professional careers by being elected a fellow of the Society of American Archivists. The Second was William J. Van Schreeven, who in 1939, after taking his graduate degree in American history and serving what amounted to an apprenticeship in the new National Archives in Washington, became the state archivist of Virginia and served with distinction for almost thirty years. He was widely respected among his peers, ran a generally happy and productive shop, and became legendary among Virginia historians and archivists for the encyclopedic knowledge he came to possess of the records under his protection. He, as much as any other one person, was responsible for such successes as the Virginia Colonial Records Project has had in identifying, describing, and microfilming records in European repositories in order to re-create a part of the lost archive of colonial Virginia. The maturer historians and genealogists of my acquaintance fondly recall Van Schreeven's administration of the state archives and the unfailingly helpful and accurate assistance that Van Schreeven and his staff always provided, no matter how unusual the project.

Alas, nowadays, everyone is too busy being a bureaucrat, or is too busy writing or refereeing grant proposals, or is too deeply enmeshed in technical aspects of conservation or fighting with the newest innovations in computer technology, or is too overburdened with research requests to become expert in so many essential aspects of archives and scholarship as Lester Cappon did or to acquire the detailed knowledge of a large and diverse collection that Bill Van Schreeven did. For the present and for the future, too, I think, that is a problem that requires to be addressed. Too much specialization reduces overall effectiveness. It promotes what Benjamin Franklin once called "stagnant humours." As an historian I see the sad effects of squint-minded specialization in my own discipline all too often, too. (How long has it been since anybody defined an educated person as one who knows something about everything and everything about something?) If the archivists and curators who interact daily with the public do not also work in and examine the collections and exercise their curiosities about what their collections contain, if they do not constantly seek to broaden their horizons in anticipation of future demands to be imposed upon them either by technical innovations or by the next wave of changed perspectives and inquires in the relevant fields of scholarship, they will fail both themselves and the people who depend upon them.

But that still doesn't answer the question, "What, if Anything, is an archivist in Virginia?" Maybe a true archivist or curator of manuscripts is like pornography was to Justice Potter Stewart: He couldn't define what it was, but he said that he knew it when he saw it. Researchers know a genuine curator or archivist when they see one and can quickly distinguish a good one from a not-so-good one. Those of us who knew Waverly Winfree knew that he was one—a curator and archivist, that is, not a specimen of pornography. Waverly Winfree was a quiet and studious man, a man who had many acquaintances and few friends, a well-known man, but not one whom many people knew well. He was, in my personal opinion, one of the very best ever of manuscript curators and also one of my favorites of all times. Waverly Winfree was a student of Virginia history, of Virginiana, and of Virginians. He was at heart a scholar, or at least, in the words of Lester Cappon, had "scholarly proclivities." He did not write much history, but he taught very many of us a very great deal because he constantly exercised his curiosity and became a walking encyclopedia of the contents of this great institution, much in the fashion that Van Schreeven had become at the State Library. Waverly Winfree's instincts were right to begin with, but he received the most expert on-the-job instruction. He worked at the State Library for John Dudley and for William J. Van Schreeven; and he worked here at the Virginia Historical Society for Howson Cole and for John Jennings, and John Jennings' mentors in this field were Earl Gregg Swem, Lester Cappon, and Ernst Posner; and Waverly Winfree did his graduate study in Virginia history under the personal direction of Lester Cappon, and in many respects he came to embody what Lester Cappon expected of the ideal archivist or curator.

I clearly recall the second time that I encountered Waverly Winfree. He looked fixedly at me for a very long time—at least, it seemed like a very long time, although it was probably only about five seconds—, and then he told me which manuscript collection I had used and what the purpose of my research had been on a day about two years earlier when had I first encountered him on my first visit to the Virginia Historical Society. He had that kind of mind, and thereafter, whenever I got stuck, which happened often enough, very often it was Waverly Winfree who knew how to get me unstuck. He was one of the best of the recent generation of Virginia archivists and curators of manuscripts, at least in my opinion as a long-time consumer of archival and manuscript records. And you know, the customer is always right, which is my credential for proclaiming that to the extent that archivists and curators differ from these three finest Virginia exemplars, Cappon and Van Schreeven and Winfree, to that extent archivists and curators—and scholars, too, are not archivists or curators or scholars.

Session Abstracts

If I Knew Where the Money Was.

Patricia Parks, a consultant on grantsmanship, discussed places to locate information on foundations and other grantmaking organizations. She stated that it is important for us to talk to each other about other resources. One resource she suggested was the Foundation Center and its regional centers. She stated that the Center provides useful information on foundations and publishes a number of useful resources. Ms. Parks also talked about the different types of foundations and the types of funding that can be provided. A brief mention of on-line resources concluded this part of the session.

F. Lee Shepard discussed what is needed to write a successful grant. He noted the difference between federal and non-federal funding resources as well as the difference in writing proposals for these organizations. He discussed the elements of a successful grant proposal and noted the importance of making sure to allow plenty of lead time for people preparing materials and for getting letters and other materials from outside sources.

How We Come a Long Way or Do We Have a Long Way to Go?

Though the focus of the session was on the status of women in the archival profession, Adele Lerner made sure to remind listeners that the "we" in the title meant anyone who was living and breathing and that equal access in archives meant that all archivists, male and female, had to work together. Micelle Pacifico reprised her paper presented at the 50th anniversary of the Society of American Archivists. Pacifico discussed the founding mothers of the profession and how they forged a path for future archivists. She discussed what factors initially helped to keep the number of women involved in the SAA low and how that changed in the 1970s. She also noted that in 1994, for the first time, there were more women session presenters than men.

Theresa Snyder then discussed her survey which tried to determine the status of women in the profession and if it matched the level of involvement in the SAA. Some of her findings disclosed that women archivists tend to make less as they age, that women do face job discrimination and harassment, but that women do have career plans and goals within the profession.

Linda Henry next discussed her survey on archivists in the federal sector. Using data from the Office of Personnel Management, she tracked the number of years male and female archivists attended school, spent in the profession in the government and spotted glaring inequity issues between men and women archivists in the federal arena. She noted that if projections hold, women will hold less than 1/3 of the executive positions in the federal government.

Finally, Judy Robins discussed the issue of sexual harassment by donors in archives. This talk was a continuation of one presented at SAA in 1993. She noted that there was not much discussion of harassment in the library literature by Will Manley. He opened the door as a result of his sex survey published in the Wilson Library Bulletin. Later, after noticing the comments relating to sexual harassment, he did another survey relating just to harassment. Ms. Robins noted there is not much in the literature on dealing with donors and the ethics of dealing with donors and the ill-defined role of donors in the archival world.

— *Danna Bell-Russel*

Ephemera and Scrapbooks

Linda Stanley, "Ephemera: Smile when you say that"
Katherine Ott: "Applied Ephemera"
Stephen Zeitz, "Extra-MARC Ephemera"

Linda Stanley discussed acquisition and policies related to ephemera at the Historical Society of Pennsylvania (HSP). Ephemera can be found in the archives and manuscript, graphics, and library collections at HSP. Most entered the institution through donations, often around themes or assembled as a record of posterity. Curators were not always sure what to do with ephemera. Stanley noted that ephemera was a valuable resource for its information and visual appeal. HSP was receptive to accepting it but not energetic in seeking it. While its potential is appreciated, it ranks low on the priority list. The HSP does occasionally make forays into active acquisition. Fliers and other materials were collected as part of an exhibit on Philadelphia neighborhoods. The exhibit combined collections development and community outreach goals. Stanley mentioned that ephemera was best processed through an archival approach. She addressed the issue of organizing it either by type or subject, noting that both were useful in their own ways.

Katherine Ott discussed her use of ephemera in studying the material culture of technology-based medicine. Ephemera offers a unique perspective because it has few editorial constraints and displays more drama and hyperbole than other sources; it is raw unedited history. It usually comes to the researcher devoid of context, i.e., with no attribution or provenance. Issues in deriving evidence from ephemera include: literalness of the image (believing the image and the use of stock images or borrowed images); how to see the images with Victorian eyes (reading Victorian cues - what was commonplace, what was shock value); and tracing visual heritages.

Stephen Zeitz focused on bibliographic control of and access to ephemera using the World Wide Web. Issues he raised included: use of controlled vocabularies vs. building a syndetic structure into computerized search engines; access to ephemera outside of library environments; making links between ephemeral items in different collections; problems with fixity and permanence; losses in control of collections within one repository; and duplication of data on the Internet. Zeitz presented a futuristic image where a researcher could find large bodies of images online from a variety of repositories.

—*Mary-Elise Haug*

Richmond Conference Session Abstracts continued in next issue.

STEERING COMMITTEE

Summary of Steering Committee Actions and Reports at the Meeting of October 27, 1994 in Richmond, Virginia:

Steering Committee:

• approved the minutes of the July 8, 1994 Steering Committee meeting, with no corrections;

• passed a motion setting up a special meeting of the Steering Committee to discuss the APEX grant proposal and to decide at the end of that meeting whether or not the Steering Committee should commit MARAC to a resubmission of the grant;

• passed a motion congratulating John Celardo, Local Arrangements Committee chair, and Bob Morris, Program Committee chair, for coordinating such a successful New York Spring Meeting;

• passed a motion approving the (trial) first class mailing of the two issues of the *MAA* which precede the semiannual meetings next year;

• passed a motion to adjourn the Steering Committee meeting at 8:45 p.m.

The Chair:

• reported on an open meeting on the APEX grant proposal to NHPRC that was held just prior to the Steering Committee meeting and on a meeting earlier in November with NHPRC staff, attended by the MARAC chair, treasurer, and secretary, at which MARAC was encouraged to resubmit the application and was given suggestions on how to restructure the program;

• established an ad hoc committee composed of the four MARAC officers, one or two former MARAC chairs, David Anderson, Jackie Esposito, Ben Primer, and Carolyn Schumacher to address the issue of a strategic plan for MARAC.

The Vice Chair reported:

• on past, current and future meetings:

* that he has received the final report from the New York City meeting from Local Arrangements Chair John Celardo reporting a profit of $15,677 from 284 registrations, with Program chair Robert Morris reporting 155 workshop participants and with an average rating on evaluations for the conference as a whole of 4.2 out of 5;

* Richmond: Jodi Koste, local arrangements chair, reports approximately 222 registrants as of October 25th;

* Spring 1995, Baltimore, Maryland, April 20-22 - venue: Radisson Plaza Lord Baltimore Hotel, Thomas Hollowak, MARAC program co-chair, theme: "It's About Time: Archivists & Oral Historians — A Joint Conference," joint meeting with Oral History Mid-Atlantic Region (OHMAR), Laurie Baty, MARAC local arrangements co-chair, [The Steering Committee regrets that the late date at which the hotel was engaged resulted in a meeting held during Passover];

* Fall 1995, Wilmington, Delaware, November 9-11 - venue: Holiday Inn-Downtown, first of three fixed-site semi-annual meetings, room rates: $69.00, Jon Williams, local arrangements chair, no program chair to date;

* Spring 1996, College Park, Maryland, May 2-4 (tentative) - venue: University of Maryland College Conference Center, no program or local arrangements chairs to date;

* Fall 1996, Wilmington, Delaware, November 7-9 - venue: Holiday Inn-Downtown, second of three fixed-site semi-annual meetings, room rates: $69.00;

* Spring 1997, Charlottesville, Virginia, no dates or venue set, no program chair, Marsha Trimble, local arrangements chair;

* Fall 1997, Wilmington, Delaware, November 6-8 - venue: Holiday Inn-Downtown, third of three fixed-site semi-annual meetings, room rates: $69.00;

* Spring 1998, State College, Pennsylvania, no dates, venue, or committee chairs set.

Steering Committee also:

• received the report of the MARAC secretary that she thinks she has figured out the problem with the electronic transmission of the minutes and hopes that the process will go more smoothly in the future and that she has worked out a solution with the *MAA* editor to overcome errors in the printed version caused by transmission problems;

• received the fourth quarter report of the MARAC treasurer for fiscal year 1993/94, including that dues only appear to be low because of the fiscal year cut-off date and that publications sales, bank interest and conference income all came in above the budgeted projection, and the final version of the MARAC expense budget for FY 1994/95 as revised at the last Steering Committee meeting, including an amount for the scholarship fund drawn as a percentage of the profits from the Gettysburg meeting;

• received the report of the MARAC administrator that membership renewals were sent out at the end of September to 1077 members and that, as of October 25, 534 individual members had renewed, with 24 new members joining, that final renewal notices would go out to those who have not responded by early December, and that the database will be purged of non-renewers at the beginning of February;

• received the report of the MARAC archivist that there has been quite a bit of use of the archives by MARAC members, that he would accept records for the archives at this meeting and that he reminds state representatives that there is currently little documentation of state-level activities in the archives;

• received the report of the Meetings Coordinating Committee that due to the relocation of Max Yela out of the region a new liaison from the Committee will have to be appointed for the Wilmington meetings and that New

York Local Arrangements Chair John Celardo recommends that LAC Chairs receive some assurance of financial backing from MARAC when they agree to take on the job and that LAC members be exempted from registration fees;

• received the report of the Finance Committee that the Committee is currently discussing the need for a strategic plan for MARAC that would include how best to work with any fund surplus and would consider such options as returning the money to the membership in the form of educational services and whether or not MARAC should remain a totally volunteer organization;

• received the report of the Education Committee that the Committee has two new members, Clifford Muse and Judith Robins, that the Committee has raised the question of whether or not the roster of workshops can be made available to others than MARAC program committees, and that the Committee is working on updating that roster;

• received the report of the Custer Award Committee that the Committee will present two awards at the Saturday Business Meeting and is working on a number of recommendations regarding limitations on numbers and/or frequency of submissions;

• received the report of the Membership Development Committee that James Cassidy is a new Committee member, that the New Members' Orientation is in the program for this meeting, that the letters to new members are in process, that the Committee has received no new applications from either mentees or mentors and that mentors are still needed for existing mentees, that the Membership Development Committee will be used as a trial site for participation by new members, that state caucuses are asked to discuss the mentoring program in the caucus meetings, that the Publication Committee has the draft for the new membership brochure, that the Committee is considering using local groups and mailing lists to distribute membership brochures, and that a line is being added to the membership brochure inquiring how individuals found out about MARAC;

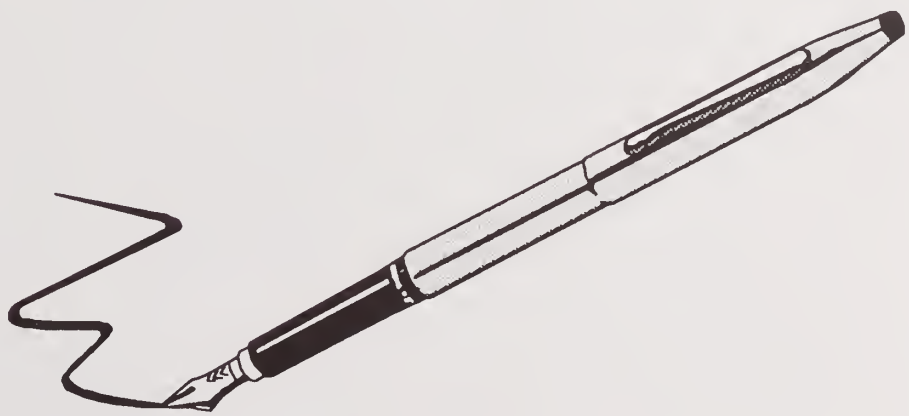
• received the report of the Outreach Committee that the outreach roundtable is on the program for Friday, that the Committee will identify meetings in the region at which MARAC should have a presence, that a regional archives week is tentatively scheduled for March 1996 and other groups in the region are being polled for conflicts, and that new MARAC T-shirts will be available at the Spring Meeting, that the Committee is working on a poster utilizing photographs from all states in the region that might be used to advertise a regional archives week, that a service award will be given to Marsha Trimble at the Saturday Business Meeting, and that the Committee is discussing a distinguished career award;

• received the report of the Publications Committee that the text of the new membership brochure has been reviewed by the Committee and that now a committee member needs to be found to take responsibility for production, that the new publications distribution arrangement seems to be working fine, that technical leaflets will remain the same price, and that 186 copies of the *Automation* symposium volume remain unsold;

• received the report of the Finding Aids Award Committee that the Committee has received two submissions to date, has submitted text for an announcement to be placed in the fall newsletter to the *MAA* editor and that recommendations have been submitted to the MARAC chair to fill two vacancies on the Committee;

• received a report on the situation at the Virginia State Archives that there are still concerns in some quarters over the funding and salary levels for the Archives, but that nothing has yet been resolved; and

• received the report of the MARAC liaison to the National Coordinating Committee for the Promotion of History that she will be unable to attend the Committee at the American Historical Association conference but will keep the Steering Committee informed as to the Committee's activities.



News from the National Archives

Recent Records Products

The following products from records projects funded by the National Historical Publications and Records Commission (NHPRC) have been recently released. Information concerning availability for purchase has been provided.

• Grand Rapids Historical Commission. *Register of Robinson Photographic Studio Collection*, Collection #125. Grand Rapids, MI: Grand Rapids Historical Commission, 1994.

• Kozal, Rachael D. *Instructions for Using History Database Software for Searching Terms in the Robinson Studio Collection.* Grand Rapids, MI: Grand Rapids Historical Commission, 1994.

• Further information may be obtained from the Grand Rapids Historical Commission, c/o Public Library, 60 Library Plaza, N.E., Grand Rapids, MI 49503; or call (616) 456-3629.

• Hedstrom, Margaret, and Victoria Irons Walch, editors. *The American Archivist* 56:3, (Summer 1993). Information concerning this special issue on the Curriculum Development Project of the Committee on Automated Records and Techniques (CART) is available from The Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605; or call (312) 922-0140, ext. 21.

• The International Institute of Municipal Clerks. *Records Management Workshop Curriculum for Local Government.* San Dimas, CA: May 1994. Inquiries concerning this workshop curriculum, which was developed in cooperation with the National Association of Government Archives and Records Administrators and prepared by The Glick Consulting Group, should be directed to the institute at 1206 North San Dimas Canyon Road, San Dimas, CA 91773; or call (909) 592-4462; or fax (909) 592-1555.

• Klaassen, David, editor. *The American Archivist* 52:4, (Fall 1989).

• Klaassen, David, editor. *The American Archivist* 53:1, (Winter 1990).

Walch, Victoria Irons, compiler. *Standards For Archival Description: A Handbook.* Chicago: Society of American Archivists, 1994.

The two editions of *The American Archivist* (Product Code 221), which focus on standards for archival description, are available as a set from The Society of American Archivists (SAA) for $25 (members or $40 (non-members), plus $6 postage and handling. Orders may be sent to the society at 600 S. Federal, Suite 504, Chicago, IL 60605; or call (312) 922-0140, ext. 21. Walch's handbook (Product Code 237) is also available from SAA for $25 (members) or $30 (non-members), plus $6 postage and handling.

• Krizack, Joan D., ed. *Documentation Planning for the U.S. Health Care System.* Baltimore: The Johns Hopkins University Press, 1994. ISBN 0-8018-4805-9. This volume is available at a cost of $38.50 from The Johns Hopkins University Press, 2715 North Charles Street, Baltimore, MD 21218-4319; or call 1 (800) 537-5487.

• Leslie, Kathleen D. *A Guide to Rural Cemetery Records.* Cambridge: Mount Auburn Cemetery, 1994.

Mount Auburn Cemetery. *Mount Auburn Cemetery Index to Committee Reports.* Cambridge: Mount Auburn Cemetery, n.d.

Mount Auburn Cemetery. *Cataloguing Records Groups Inventory List.* Cambridge: Mount Auburn Cemetery, n.d.

Information about these publications is available from Kathleen D. Leslie, Archivist, Mount Auburn Cemetery, 580 Mount Auburn Street, Cambridge, MA 02138-5517; or call (617) 864-9646.

• Parris, L. Eileen, compiler. *Guide to the Thornton Tayloe Peery Collection of Virginia and West Virginia Manuscripts at the Virginia Historical Society.* Richmond: Virginia Historical Society, 1994. Nearly 100 copies of this guide have been distributed to institutions throughout the Mid-Atlantic region. For further information concerning the availability of this guide, write E. Lee Shepard, Senior Archivist, Virginia Historical Society, P.O. Box 7311, Richmond, VA 23221-0311; or call (804) 358-4901.

• Tudor Place Foundation, Inc. *Guide to the Tudor Place Manuscript Collection.* Information regarding this general guide, as well as more detailed finding aids, is available by writing Anne C. Webb, Assistant Curator/Archivist, Tudor Place Foundation, Inc., 1605 32nd Street, Washington, DC 20007, or call (202) 965-0166.

• University of Pennsylvania. *Philadelphia Art Alliance Records 1906-1990.* Philadelphia: University of Pennsylvania, 1994. For additional information about this register, write Nancy Shawcross, Assistant Head of Special Collections for Manuscripts, Van Pelt Library, University of Pennsylvania, 3420 Walnut Street, Philadelphia, PA 19104-6206; or call (215) 898-2065.

Information concerning products from NHPRC-funded projects is also available in the Commission's newsletter, *Annotation*, which is published three times a year. If you would like to be placed on the mailing list to receive *Annotation*, contact the Commission at NHPRC-NP, National Archives Building, Room 607, Washington, DC 20408; or phone (202) 501-5610.

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NHPRC Recommends 35 Competitive Grants Totalling $2,021,720

The National Historical Publications and Records Commission (NHPRC) met on November 15 and recommended $1,113,646 for eight documentary editing projects, $67,898 for eight subvention grants, $207,362 for four electronic records projects, $247,397 for one documentary editing consortia and centers projects, and $298,417 for 12 state board planning grants. The projects reflect level-one priorities in the Commission's long-range, strategic plan. In addition, the Commission awarded two $43,500 fellowships in archival administration to the New York State Education Department, State Archives and Records Administration, Albany, NY, and Yale University, New Haven, CT. The awards include $1,500 for interviews and fellow travel. The grant recommendations were made in response to more than $4,468,800 in requests. The current fiscal year's (FY95) appropriation for competitive grants is $4.75 million, a decrease of $.5 million from the Commission's 1994 appropriation.

Grants for the MARAC Region were:

Electronic Records Projects

• City of Philadelphia, Philadelphia, PA: A grant of up to $62,591 for a one-year

News from the National Archives

project for consultation and training in electronic records, to focus on the city's developing information technology systems.

Founding-Era Documentary Editing Projects and Subventions

• *The Documentary History of the First Federal Congress of the United States of America, March 4, 1789 - March 3, 1791* (The George Washington University, Washington, DC): A grant of $162,478.

• *Documentary History of the Supreme Court of the United States, 1789-1800* (Supreme Court Historical Society, Washington, DC): A grant of up to $167,575.

• *The Papers of Thomas Jefferson* (Princeton University, Princeton, NJ): A grant of $133,663.

• *The Papers of James Madison (University* of Virginia, Charlottesville, VA): A grant of $123,380.

• *The Papers of George Washington* (University of Virginia, Charlottesville, VA): A grant of $123,886.

• *The Documentary History of the First Federal Congress of the United States of America, 1789-1791*, Vol. 14. Johns Hopkins University Press, Baltimore, MD: A subvention of $10,000.

• *The Papers of James Madison Secretary of State Series,* Vol. 3. University Press of Virginia, Charlottesville, VA: A subvention of $9,419.

• *The Papers of George Washington*, Colonial Series, Vol. 19. University Press of Virginia, Charlottesville, VA: A subvention of $9,230.

• *The Papers of George Washington* , Confederation Series, Vol. 3. University Press of Virginia, Charlottesville, VA: A subvention of $9,604.

• *The Papers of George Washington* , Confederation Series, Vol. 4. University Press of Virginia, Charlottesville, VA: A subvention of $9,604.

• *The Papers of George Washington* , Confederation Series, Vol. 6. University Press of Virginia, Charlottesville, VA: A subvention of $9,394.

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Applications Invited for 1995-96 NHPRC Fellowships in Archival Administration

November 28, 1994. The National Historical Publications and Records commission (NHPRC) is now accepting applications from individuals for two Fellowships in Archival Administration that provide advanced administrative training in archives. For the 1995-96 fellowship year, the stipend is $35,000, with up to $7,000 in fringe benefits, for a nine- to twelve-month period beginning between August and October 1995. Fellows will also have some funds available for professional travel during their fellowship year.

Fellows are provided with a series of administrative and decision-making experiences. Included in past fellowships have been such diverse areas as appraisal, budget preparation, personnel administration, publications plant operation, long-range planning, disaster planning, collection policy development, and committee activities. In addition to work in these areas of administration the fellow is expected to complete a technical project.

Applicants should have between two and five years' experience in professional archival work. While not required, it is desirable that applicants have the equivalent of two semesters of full-time graduate training in a program containing an archives education component.

Host institutions for the 1995-96 fellowships will be:

• **New York State Archives and Records Administration, Albany, NY**. The fellow will work with Thomas J. Ruller, Associate Archivist of the Center for Electronic Records. While at the state archives, the fellow will participate in an administrative training program which will include the assessment and development of annual work plans and strategic planning in state government records programs. The fellow will participate in Total Quality Management training and projects to develop skills in teamwork, communication, and project management and will also assist in information policy analysis and development efforts. There will be two technical projects.

• **Manuscripts and Archives, Yale University Library, New Haven, CT**. While at Yale, the fellow will work with Mary C. LaFogg, Chief Collections Management Archivist. The fellow will be an active participant in the ongoing administrative work of the department. For the technical project, the fellow will design and evaluate a prototype document scanning service to provide users with laser-printed images of documents, rather than xerographic copies as is now the case. The fellow will have major responsibilities for defining the issues, designing and managing the prototype, and conducting the evaluation of its performance. The fellow will be expected to prepare a project plan, periodic progress reports, and a final evaluation of the prototype.

Fellowship application forms and more complete descriptions of the individual host programs should be requested from the NHPRC, National Archives Building, Washington, DC 20408 (telephone: (202) 501-5610). The forms must be completed and **received** by March 1, 1995.

Following the March 1, 1995, deadline, the Commission will provide the completed fellowship application forms to the host institutions, each of which will select a fellow by mid-June 1995.

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National Archives Presents Black History Film Series

Beginning in January, the National Archives will present a new film series commemorating Black History Month and the Martin Luther King, Jr., holiday with screenings at both the downtown and College Park, MD National Archives buildings. The eight-week long series consists of documentaries and films that focus on events related to the struggle for civil rights. The National Archives theater in Washington is on Pennsylvania Avenue between 7th and 9th Streets, NW. The National Archives auditorium at College Park is located at 8601 Adelphi Road. All programs are free and open to the public. Call the National Archives public events line at (202) 501-5000 for times and dates.

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, 1993 - 1994 Fiscal Year
October 1, 1993 - September 30, 1994

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1992-93 Actual
REVENUE AND SUPPORT								
Membership Dues	$15,750.00	$11,825.00	$1,117.00	$475.25	$239.00	87%	$13,656.25	$12,094.00
Publications Sales	450.00	1,387.38	836.41	682.52	165.50	714%	3,071.81	566.36
Pub. Advertising	1,200.00	216.00	216.00	481.00	376.00	108%	1,289.00	2,225.00
Bank Interest	1,500.00	368.28	869.15	214.33	991.36	164%	2,443.12	1,226.36
Conferences	6,000.00	14,763.56	9,600.00	490.32	0	416%	24,853.88	4,946.29
Mailing List Sales	160.00	0	0	60.00	130.00	120%	190.00	160.00
Contributions	360.00	121.00	0	0	0	34%	121.00	428.00
Miscellaneous	0	0	0	239.97	0	240%	239.97	0.00
Total Revenue and Support	**$25,410.00**	**$28,681.22**	**$12,638.56**	**$2,643.39**	**$1,901.86**	**182%**	**$45,865.03**	**$21,646.01**
EXPENSES								
General	$1,400.00	$62.42	$614.18	$513.45	$0	85%	$1,190.05	$1,027.86
Administrator	3,300.00	1,056.94	405.39	1,423.51	183.77	93%	3,069.61	3,316.51
Treasurer	710.00	29.00	455.00	34.45	20.00	76%	538.45	512.89
Membership	1,250.00	243.34	703.42	666.81	79.92	137%	1,693.49	546.37
Committees	2,675.00	169.56	1,061.89	147.50	1,365.03	103%	2,743.98	2,835.38
Conference Advances	2,000.00	0	2,000.00	0	1,000.00	152%	3,000.00	550.00
Publications	10,700.00	2,258.00	2,167.00	2,189.00	2,214.00	83%	8,828.00	14,982.40
Awards	300.00	200.00	0	100.00	0	100%	300.00	300.00
Miscellaneous	50.00	0	0	0	0	0	0	22.00
Total Expenses	**$22,385.00**	**$4,019.26**	**$7,406.88**	**$5,074.72**	**$4,862.72**	**96%**	**$21,363.58**	**$24,903.41**
NET INCOME or (NET LOSS)		**$24,661.96**	**$5,231.68**	**($2,431.33)**	**($2,960.86)**		**$24,501.45**	

SUMMARY

Opening Balance	$68,600.83
Income	1,901.86
Expenses	4,862.72
Closing Balance	**$65,639.97**

Cash Accounts

Checking Accts	$3,366.15
Savings Accts	15,570.35
Cert. of Dep	46,703.47
Total	$65,639.97

Fund	Opening	Credits	Debits	Closing
Current	$28,671.83	$1,901.86	$4,862.72	$25,710.97
Endowment	6,929.00			6,929.00
Reserve	30,000.00			30,000.00
Surplus	3,000.00			3,000.00
Total	**$68,600.83**	**$1,901.86**	**$4,862.72**	**$65,639.97**

MARAC EXPENSE BUDGET – FY 1995
Mid-Atlantic Regional Archives Conference

Category	Budget Plan
GENERAL	
Secretary	$100.00
Nat. Coord. Cmte.	600.00
Taxes Filing Fees	150.00
Legal Insurance	750.00
Subtotal	**$1,600.00**
ADMINISTRATOR	
Office Postage	$400.00
Printing Stationery	500.00
Salary (student wages)	900.00
Mailing Service Costs	
Mid-Atlantic Arch.	800.00
Membership Renewal	200.00
Ballots	350.00
Directory	300.00
Mailing Service	500.00
Subtotal	**$3,950.00**
TREASURER	
Postage-Bank Charges	$110.00
Accountant	600.00
Subtotal	**$710.00**
MEMBERSHIP	
State Caucuses	$1,500.00
Subtotal	**$1,500.00**
COMMITTEES	
Steering	$3,000.00
Nominating	300.00
Finance	50.00
Finding Aids Award	100.00
Custer Award	100.00
Outreach	325.00
Meetings Coord.	50.00
Education	250.00
Subtotal	**$4,175.00**
PUBLICATIONS	
Mid-Atlantic Arch.	$8,800.00
Technical Leaflets	1,400.00
Membership Directory	2,600.00
Symposia	0.00
Membership Brochure	800.00
Subtotal	**$13,600.00**

Category	Budget Plan
Conference Advances	$2,000.00
Awards	425.00
MARAC Scholarship	1,657.00
Grant Project Expenses	1,000.00
Miscellaneous	50.00
Total Expenses	**$30,667.00**

MARAC INCOME BUDGET– FY 1995

Category	Budget Plan
Membership Dues	$16,500.00
Publications Sales	1,500.00
Publications Advertising	1,000.00
Bank Interest	1,900.00
Conferences	12,000.00
Mailing List Sales	160.00
Endowment Contrib. & Int.	150.00
Total Income	**$33,210.00**
Total Projected Income	**$33,210.00**
Total Projected Expenses	**$30,667.00**
Balance	**$2,543.00**

MARAC Business Meeting Minutes

Lucious Edwards, Jr., called the meeting to order at 8:40 a.m.

1. The minutes of the Business Meeting of May 14, 1994 in New York City were approved as published in the *Mid-Atlantic Archivist*, v. 23, no. 3, Summer, 1994.

2. Chair's Report - Lucious Edwards, Jr.

Lucious reported on highlights of the Steering Committee meeting of October 27:

a. A special Steering Committee meeting will be held in December to decide whether or not to resubmit the regional assistance program (APEX) grant proposal to NHPRC. MARAC has been encouraged by NHPRC to resubmit, but the Steering Committee will need to consider the implications of such a program for the entire organization. In order to revise the proposal as NHPRC has suggested, we will need to start to think of ourselves as a truly regional organization, not a federation of states. The new grant proposal would need to be a modification of the CAPES program, not a state-by-state duplication of CAPES.

b. A motion was passed to send out the two issues of the newsletter which precede the semi-annual meetings first class, on a trial basis, in order to try to deal with the late delivery problems.

c. The Nominating Committee has asked that all members give serious consideration to greater participation in MARAC, whether by running for office or by serving on committees.

3. Vice Chair's Report - Ervin Jordan, Jr.

a. The Spring Meeting in Baltimore will be a joint meeting with the Oral History Mid-Atlantic Region (OHMAR). Four workshops will be held, one on the topic of oral history on the Internet. Thomas Hollowak is the MARAC program co-chair, and the theme will be "It's About Time: Archivists & Oral Historians—A Joint Conference." Laurie Baty will be the MARAC local arrangements co-chair, and the meeting will be held at the Radisson Plaza Lord Baltimore Hotel. [The Steering Committee regrets that the late date at which the hotel was engaged resulted in a meeting held during Passover.]

b. The following dates, committee chairs, locations, and other details for future meetings were announced: November 8-11, 1995 (Jon Williams, local arrangement chair, no program chair to date) November 6-9, 1996, and November 5-8, 1997, Wilmington, Delaware, a trial fixed meeting site with room rates set at $69.99 for all three years; Spring 1996, College Park, Maryland, Jim Stimpert and Phil Albert, Program Committee co-chairs; Spring 1997, Charlottesville, Virginia, Marsha Trimble, local arrangements chair; and Spring 1998, State College, Pennsylvania.

4. Treasurer's Report - Jim Byers

Jim reviewed some of the highlights of the Treasurer's Report for the fourth quarter of FY 1993-94, which had been distributed to the meeting attendees, including the fact that revenues were high because of publications sales, advertising, bank interest and conferences, that expenses were high because of APEX expense and conference advances for the New York meeting, and reviewed the fourth quarter summary of funds and accounts. He then reviewed the budget for 1994-95, which had also been distributed, including an increase in the MARAC contribution to the National Coordinating Committee for the Promotion

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mittee members travel expenses to all four meetings, an increase in the amount allocated for awards because of an additional 2nd and 3rd place awards to be given out by the Finding Aids Award Committee, a new amount for scholarships drawn from a percentage of conference income, and an amount to cover grant proposal expenses if the Steering Committee decides to pursue such a course. On the income side, he pointed out that dues are up because of the dues increase and that conference income will fluctuate. In response to a question as to why we are counting on conference income, Jim explained that we are not. The budget is only a projection based on the past year's earnings. Conference committees are encouraged not to make too much money, and the Steering Committee will be discussing programs to return excess income to the membership in some form.

Lucious added that he has appointed an ad hoc committee to develop a strategic plan for MARAC. The committee will be composed of the four MARAC officers, one or two former MARAC chairs, David Anderson, Jackie Esposito, Ben Primer, and Carolyn Schumacher. Financial decisions need to be made within the framework of a strategic plan based on the kind of organization we would like MARAC to be. If we decide to mail out the newsletter first class it could mean another dues increase. Excess income could be used for cost-sharing in a project like APEX. George Tselos brought up the fact that the long-range plan called for workshops to be presented around the region. Lucious recommended that George and members of the Education Committee investigate this in the MARAC archives and discuss the Education Committee's role in such an effort.

5. Presentation of the Arline Custer Award - Cynthia Miller for Paula Williams

Cynthia announced that two publications have been selected to receive the award: "The African-American Mosaic," by Debra Newman Ham and "The Record It Is Evolving," by Richard Cox.

6. Service Award to Marsha Trimble - Jackie Esposito

Jackie presented a MARAC service award to Marsha in recognition of her outstanding and hard work as MARAC administrator for three years.

7. Baltimore Preview - Jim Stimpert

A slide show depicting sites and possibilities for the MARAC Spring 1995 Meeting was shown.

8. Local Arrangements Committee Report - Richmond - Betsy Pittman

Betsy thanked the Program Committee: Danna Bell-Russel, John Hackett, Mary-Elise Haug, Judith Knudsen, Rebecca Johnson Melvin, Michael Plunkett, and Carolyn Schumacher. She also thanked Jodi Koste for all her close collaboration.

9. Program Committee Report - Richmond - Jodi Koste

Jodi announced that copies of the photograph used on the cover of the program and folder were available at the registration desk. She added that Laurie Baty would be glad to know that it was cited as an enhanced photograph. Members are asked to turn in their name tags for recycling and their evaluation forms. Room changes and the hotel check-out time were also announced. She thanked Betsy for agreeing to chair the Program Committee, Virginia Commonwealth University for all its in-kind contributions, and her large and active Local Arrangements Committee: Tom Crew, Conley Edwards, Mary Jane Green, Dennis Hallerman, Mary Virginia Jones, Joan Echtenkamp Klein, Eileen Parris, Lara Parrish, Lee Shepard, Marsha Trimble, Marianne Withers, and Jeff Zdanowicz.

10. New Business

a. Lucious referred the attention of the members in attendance to the by-law changes that had been distributed as printed below:

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10. New Business

a. Lucious referred the attention of the members in attendance to the bylaw changes that had been distributed as printed below:

Mid-Atlantic Regional Archives Conference

BYLAW CHANGES

Pursuant to Section 7 of the MARAC Constitution, the following proposed changes to the Bylaws are presented by the Steering Committee to the membership for a vote at the Fall 1994 Business Meeting in Richmond, Virginia. Proposed deleted language has been stricken through, ~~thus~~. Proposed added language appears underscored, thus.

2. Term of Office

C. Any Steering Committee member who fails to attend three (3) consecutive meetings without a valid reason ~~may~~ will be removed from the Steering Committee by a majority vote of the Committee.

3. Nominations and Elections

A. The Nominations and Elections Committee shall consist of five (5) members. Two (2) shall be outgoing Steering Committee members chosen by the Steering Committee, and three (3) shall be elected by the membership by mail ballot. The Nominations and Elections ~~Committee~~ chair shall ~~elect its own chair from its membership~~ be the elected member who received the most votes.

STATEMENT OF PURPOSE

The purpose of the first proposed change is to make the act of voting by the Steering Committee in such a situation automatic. The outcome of the vote is not predetermined by this change. In other words, the Steering Committee will be required to take a vote on the removal of a Steering Committee member who fails to attend three or more meetings without a valid reason, but in the course of that vote the Committee may rule not to remove that individual. The purpose is to avoid any one individual from having to call for such a vote to take place.

The purpose of the second change is to rectify a situation that has occurred in the operations of the Nominations and Elections Committee during the past two or three years. This situation is that following the election of the Committee, it has often been only the Steering Committee representatives who have been present at the next semi-annual meeting. Therefore, there has been no quorum present to elect a chair. The bylaw change makes the selection of the chair automatic as an extension of the democratic vote in the election.

It was moved, seconded and passed that section 2. C. of the MARAC Bylaws be amended as proposed above.

It was moved, seconded and passed that section 3. A. of the MARAC Bylaws be amended as proposed above.

b. John Celardo described the continuing uncertainty of the governance and budget situation at the New York City Department of Records and Information Services (DORIS). The Mayor and the City Council have been considering placing DORIS under the Department of General Services, a move over which MARAC has already expressed its concern.

c. An announcement was made of a new MARAC publication on the preservation of photographs. It has not yet arrived from the printers, but will be available soon.

11. Tom Frusciano, Greg Kimball, Joan Klein, and Karl Niederer present the following musical resolutions:

Resolution for the Local Arrangements Committee, Richmond, Virginia, Fall Meeting, October 29, 1994

INTRODUCTION by Karl Niederer [spoken]:

MARAC meetings are rarely controversy-free and the Richmond meeting is no exception. There have been at least two,. The first concerns the cleverly doctored photograph on the cover of the Conference program and registration packet.

The controversy surrounds the question: Why is the New Jersey representative in this photo in the back row, when all other MARAC delegates are in the front row? Jodi Koste maintains that the New Jersey delegate is in the back row, **where she belongs.** Let me set the record straight: The New Jersey delegate in the photo is none other than Elsayln Palmisano-Drucker, sitting in the back seat of the car she bought for MARAC with the proceeds of the Long Branch meeting.

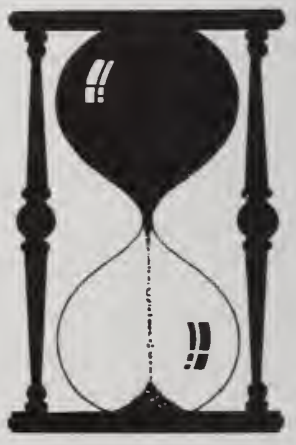
The second controversy concerns the **name tags.**

Some say they are an accommodation to the women among us, who resent having to pin or clip badges onto delicate fabrics with low necklines.

Others, mainly men, deride them as being **leashes.**

Ladies and gentlemen, to present the resolution of tribute to the Richmond Local Arrangements Committee, I present the quartet of Kimball, Klein, Frusciano and Niederer—unleashed!!!

[The quartet then flung their name tags to the floor]



I GOT THEM MARAC BLUES

Archivists comin' from miles around
Comin' down to see old Richmond Town
New York, Philly, Newark, D.C.
Jodi's gonna make'em all pay their fees

Chorus: I got them MARAC blues — Diana's gonna make'em pay their dues.

Lucious got the Steering Committee all uptight
They don't know if they'll be up all night
Trying to get them to lay their money down
E.J.'s sqeezin' that thin dime he found

Chorus: I got them MARAC blues — Diana's gonna make'em pay their dues.

Ashes to ashes, dust to dust,
Have you ever met a man that a woman could trust?
Searchin' the archives for **Her**story
We've got a clear case of male hegemony

Chorus: I got them MARAC blues — Diana's gonna make'em pay their dues.

I asked for the State Archives —
They said, "What did you say?"
"There's no such place in the U.S.A.
We're now called the Library of V.A.
Where the genies come out to play."

Chorus: I got them MARAC blues — Diana's gonna make'em pay their dues.

I sure will miss old Richmond Town,
Sure do love it when the sun go down
Dennis, Jeff and Betsy all tendin' bar –
This organization will surely go far

Chorus: I got them MARAC blues — Diana's gonna make'em pay their dues.

Marsha from Charlottesville,
Tom from Newport News
Comin' down to Richmond to sing some blues
Lucious, don't you let the deal go down —
Drivin' Miss Jodi around Richmond Town,
— Well Jodi
Sayin' Jodi, Be Goode Tonight.

Chorus: I got them MARAC blues — Diana's gonna make'em pay their dues.

[Gregg Kimball, **lyrics and music**
Joan Echtenkamp Klein, **lyrics**
Tom Frusciano, **lyrics**
Karl J. Niederer, **lyrics**]

which was approved unanimously.

12. Jennie Guilbaud presented the following resolution:

Resolution for the Program Committee, Richmond, Virginia, Fall Meeting, October 29, 1994

WHEREAS,

As the smoke clears from the late great unpleasantness,

The women of Richmond,

One a consummate Yankee

& one a consummate Confederate,

Have come together to conceive a program truly pregnant with possibilities.

Whereas we had pink, white & blue

We also had red, we had black, we had white

And we had zebras too.

Whereas as we found Veronica in a web of gophers in cyberspace.

Whereas we discovered hidden women in ephemera

And scrapbooks and in other places we never expected

And learned of women's endangered partnerships coming out from under the dust in numbers too big to ignore

Whereas we saw how women labor in the profession with hopeful expectations

THEREFORE, be it resolved,

We thank the Program Committee for getting the work done

And for presenting us with a view of archives through women's eyes

As women in the profession:

We've come a long way baby, but...

[Jennie Guilbaud of the District of Columbia Caucus and others]

which was approved unanimously.

13. Jodi Koste presented prizes from the exhibitors drawing to the following individuals: Martin Schipper, George Tselos, Linda Miller, Michael Knies, Sharon Garrison, Karen Stuart, and Ann Southwell.

14. The meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Janet R. Linde

MARAC Secretary

Diana Shenk
W313 Pattee Library
Penn State University
University Park, PA 16802

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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the individual states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation among individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at $10 per year) and membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.ed. Send material for *maa* publication to: G. David Anderson, University Archivist, The Gelman Library, George Washington University, Washington, DC 20052, telephone (202) 994-7549, Fax (202) 463-6205, Electronic Mail: CC1821A@GWUVM.GWU.EDU. Deadlines are the first of March, June, September and December.

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